



CITY OF HOUSTON

Job Posting

dmw

Applications accepted from:	ALL PERSONS INTERESTED
Job Classification	LIBRARY ASSISTANT Part-Time (Multiple Vacancies)
Posting Number	PN# 113203
Department	Library
Division	North District
Section	Various
Reporting Location	Various
Workdays & Hours	Rotating Schedule

*Subject to change

DESCRIPTION OF DUTIES/ESSENTIAL FUNCTIONS

Houston Public Library seeks energetic, self- motivated, customer service driven individuals to work with the public in charging/discharging library materials efficiently and accurately. Use automated circulation system efficiently. Process materials received in daily delivery. Process library card applications and claims returned. Collect money for fines, fees and lost items. Collect and report statistics as required. Arrange library materials by Dewey number and alphabetically; shelve library materials accurately. Perform outreach several times each year. Maintain appearance of branch. Will perform other duties as assigned. Requires evening and weekend (Saturday and Sunday) Shift work.

WORKING CONDITIONS

Must be able to communicate effectively orally and in writing. Position requires stooping, bending, standing and lifting library materials up to 20 pounds. Must be able to push loaded book trucks up to 100 pounds. Must have good motor coordination; ability to move freely throughout the library to file/shelve/retrieve materials. Requires visual acuity to read titles and call numbers (alphanumeric) of books and other library materials. Must be able to use a computer to access/input information.

MINIMUM EDUCATIONAL REQUIREMENTS

Ability to read, write, add, subtract and follow written and oral instructions as might be acquired through nine (9) to eleven (11) years of formal schooling.

MINIMUM EXPERIENCE REQUIREMENTS

None

MINIMUM LICENSE REQUIREMENTS

None

PREFERENCES

Current computer skills including Microsoft windows and Microsoft Office (Word, Excel, and Access) strongly preferred. Exceptional customer/public service experience strongly preferred. Bilingual (Spanish and English) preferred but not necessary. Valid Texas Driver's License and compliance with the City of Houston policy on driving (AP 2-2).

SELECTION/SKILLS TESTS REQUIRED

None

However, the Department may administer a skill assessment evaluation.

SAFETY IMPACT POSITION

☐ Yes ☒ No

If yes, this position is subject to random drug testing and if a promotional position, candidate must pass an assignment drug test.

SALARY INFORMATION

Factors used in determining the salary offered include the candidate's qualifications as well as the pay rates of other employees in this classification. The salary range for this position is:

<u>Salary Range - Pay Grade 05</u>	
\$591 - 776 Biweekly	\$15,366 - 20,176 Annually

OPENING DATE

September 13, 2006

CLOSING DATE

September 26, 2006

APPLICATION PROCEDURES

Original applications only and resumes are accepted and must be received by the Human Resources Department during posting opening and closing dates shown, between 9:00 a.m. and 4:30 p.m. at 611 Walker St., 1st floor. **Our TDD (Telephone Device for the Deaf) phone number is (713) 837-9471. For application status inquiries, please call (832) 393-1667. All new and rehires must pass a pre-employment drug test and are subject to a physical examination and verification of information provided.**

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